

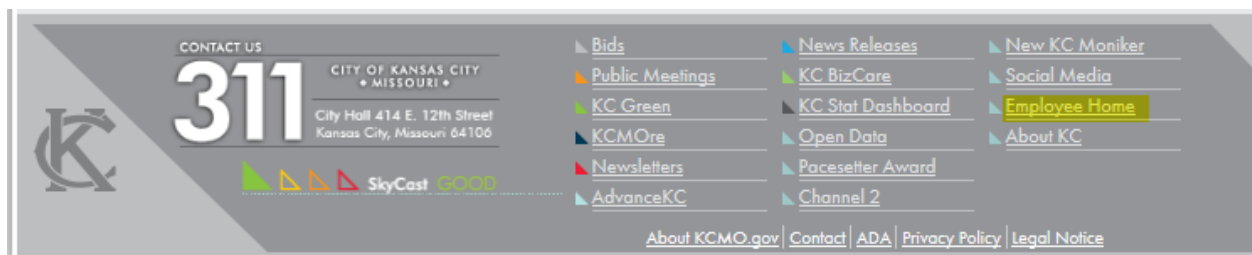
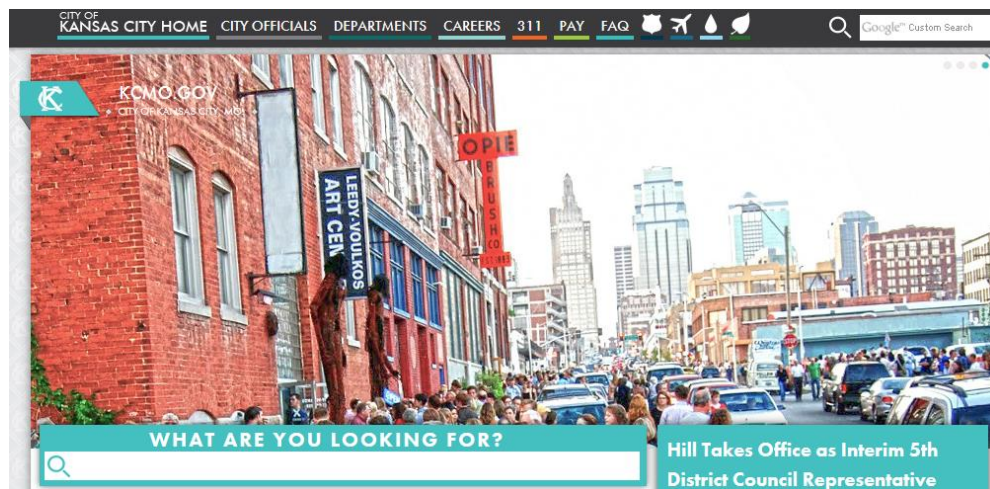
BENEFITS ENROLLMENT

BENEFITS ENROLLMENT USING PEOPLESOFT EMPLOYEE SELF-SERVICE

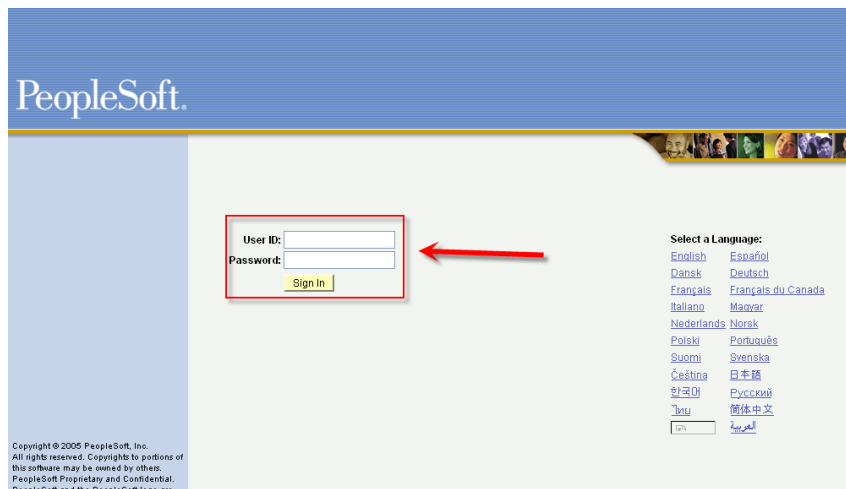
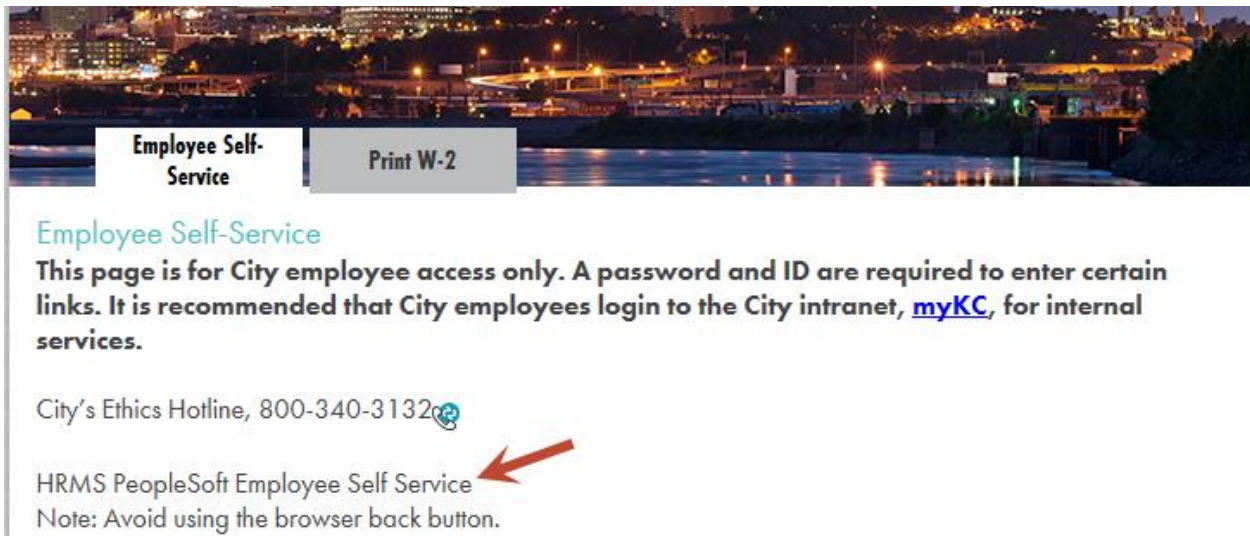
Listed below are instructions on how to access the Self-Service feature within PeopleSoft HRMS. There are two primary ways to access PeopleSoft, using the Internet and the City's Intranet.

ENROLLING FROM HOME USING THE INTERNET

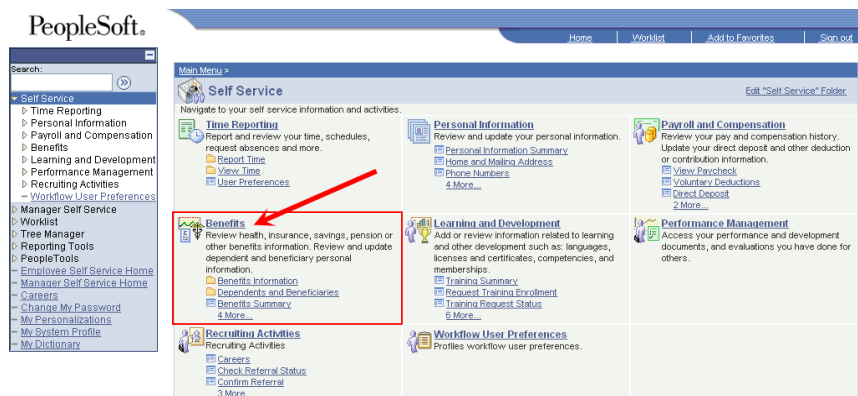
1. In order to access PeopleSoft using the Internet, you will need a computer, internet access, your username and password. **(If you need assistance with your username and/or password, or have issues logging in, please call the Help-Desk at (816) 513-3333.)**
2. Using your web-browser, type www.kcmo.gov in the address bar and you should see a screen similar to the one below. Scroll to the bottom and select the Employee Home link. **If the Employee Home link is not available, go to page 7 and use instructions for Enrolling Onsite using the Intranet.**



3. On the Employee Self Service tab, select the HRMS PeopleSoft Employee Self Service link



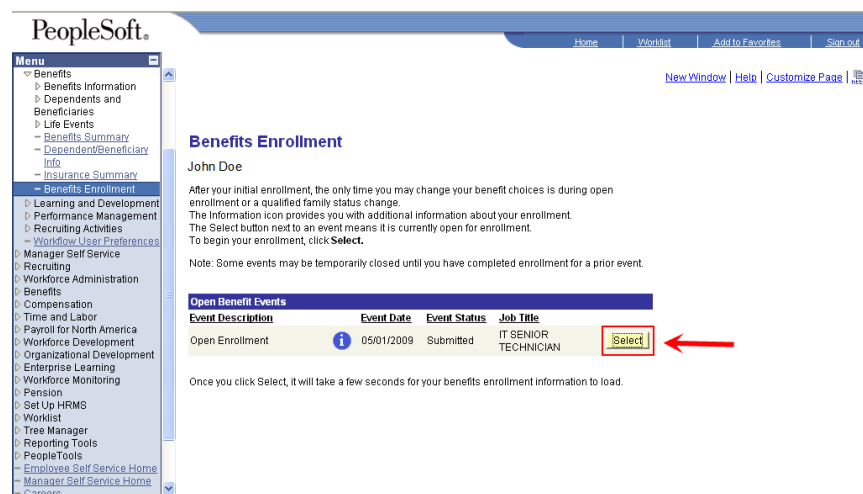
4. After you successfully login, you will be on the PeopleSoft Home page; from this page, you will have access to Self-Service. Click the Self-Service link, and then click the Benefits link.



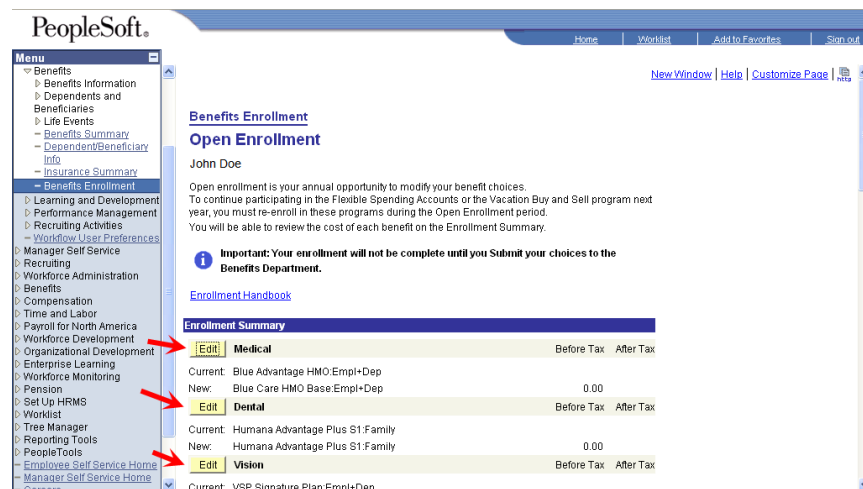
- Click the Benefits link; look for the link titled Benefits Enrollment.



- After clicking the Benefits Enrollment link, you will be taken to the Benefits Enrollment Page. To begin the enrollment process, click the select button.



- Click the "Edit" button next to the plan of your choosing, (i.e. medical, dental, vision, etc...)



8. Click the “submit” button once you have chosen your benefits. You are almost complete. Now you will need to finalize your selections. Click the “Submit” button again on the next page.

The screenshot shows the PeopleSoft interface for benefit enrollment. On the left is a navigation menu with categories like Benefits, Performance Management, and Manager Self Service. The main content area is titled 'Benefits Enrollment' and shows a list of selected benefits: Flex Spending Medical, Flex Spending Dependent Care, and Flex Spending Transportation. Each benefit has an 'Edit' button and a 'Current' status of 'Waive'. Below this is a table summarizing estimated costs:

	Before Tax	After Tax	Total
Costs	52.50	0.00	52.50
Taxes	0.00	0.00	0.00
Your Costs	52.50	0.00	52.50

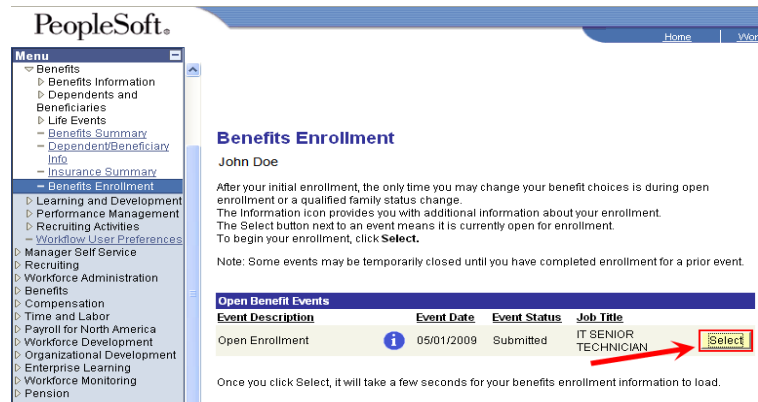
Below the table, a 'Submit' button is highlighted with a red box and an arrow pointing to it. A red arrow also points to the 'Submit' button in the bottom right corner of the page. A message at the bottom states: 'Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.'

The screenshot shows the 'Submit Benefit Choices' page in the PeopleSoft interface. The page title is 'Submit Benefit Choices' and the user is identified as 'John Doe'. A message states: 'You have almost completed your enrollment. If you have no further changes, click **Submit** at the bottom of this page to finalize your benefit choices.' Below this is a 'Cancel' button and a 'Submit' button. A red arrow points to the 'Submit' button. A message at the bottom states: 'Click **Submit** to send your final choices to the Benefits Department.'

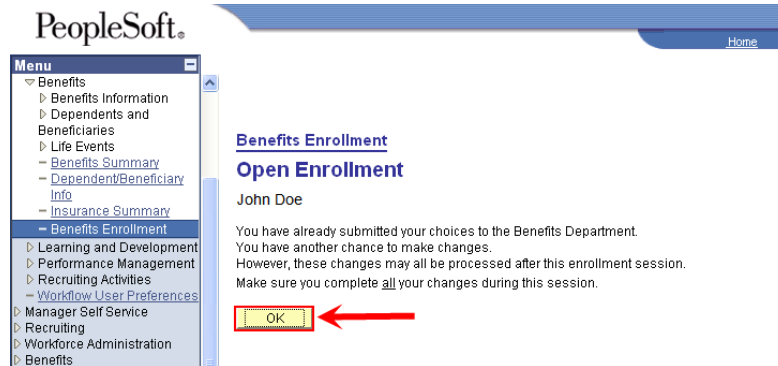
9. When you see the Submit Confirmation page, click the “OK” button. Now you are finished enrolling in your Benefits.

The screenshot shows the 'Submit Confirmation' page in the PeopleSoft interface. The page title is 'Submit Confirmation' and the user is identified as 'John Doe'. A message states: 'Your benefit choices have been successfully submitted to the Benefits Department. You will receive a confirmation statement within one week after Open Enrollment has ended. To return to the Benefits Enrollment page, click **OK**.' Below this is an 'OK' button, which is highlighted with a red box and a red arrow pointing to it.

10. To ensure you are enrolled into the benefits you elected, please return to the Open Enrollment session to review your elections, the navigation is Self-Service > Benefits > Benefits Enrollment, and Click **Select** Button. (You can make as many changes to your election as you would like while the event is still open. However, once the event has closed, you can only make changes to your benefits selections when you have a qualifying event. See employee handbook for list of qualifying events.)



11. After clicking the Select button, you will see a screen with the following messages: **You have already submitted your choices to the Benefits Department. You have another chance to make changes. However, these changes may all be processed after this enrollment session. Make sure you complete all your changes during this session.** Click the **OK** button.



12. Under each plan type, you will see “Current” and “New”, if you made any changes to any of the plans, be sure that the benefit you want is on the same line as “New”. If you did not make any changes, you will see the same benefit next to both “Current” and “New”.

PeopleSoft®

Home | Worklist

Menu

- Benefits
 - Benefits Information
 - Dependents and Beneficiaries
 - Life Events
 - Benefits Summary
 - Dependent/Beneficiary Info
 - Insurance Summary
 - Benefits Enrollment
- Learning and Development
- Performance Management
- Recruiting Activities
 - Workflow User Preferences
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Workforce Monitoring
 - Pension
 - Set Up HRMS
 - Worklist
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Employee Self Service Home
 - Manager Self Service Home
 - Careers

Benefits Enrollment

Open Enrollment

John Doe

Open enrollment is your annual opportunity to modify your benefit choices. To continue participating in the Flexible Spending Accounts or the Vacation Buy and Sell program next year, you must re-enroll in these programs during the Open Enrollment period. You will be able to review the cost of each benefit on the Enrollment Summary.

Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.

[Enrollment Handbook](#)

Enrollment Summary

	Before Tax	After Tax
Medical		
Current: Blue Advantage HMO:Empl+Dep		
New: Blue Care HMO Base:Empl+Dep	0.00	
Dental		
Current: Humana Advantage Plus S1:Family		
New: Humana Advantage Plus S1:Family	0.00	
Vision		
Current: VSP Signature Plan:Empl+Dep		
New: VSP Signature Plan:Empl+Dep	0.00	
Benefits Subsidy (Credit)		

13. After you submit your elections, be sure to print a copy of your selections for your records by returning to the enrollment and printing your elections. Click file on your web browser, and select print in the list.

Benefits Enrollment - Mozilla Firefox

File | Edit | View | History | Bookmarks | Tools | Help

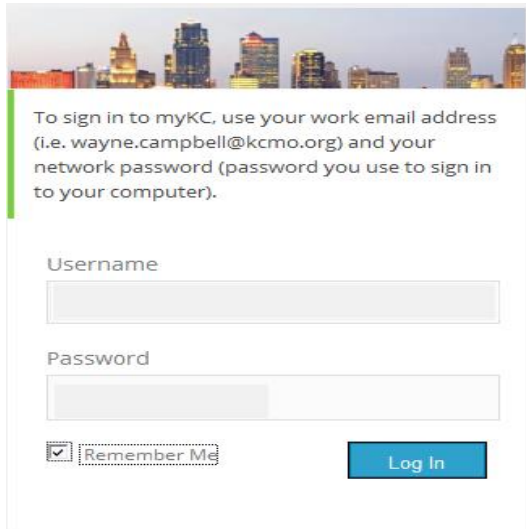
- New Window Ctrl+N
- New Tab Ctrl+T
- Open Location... Ctrl+L
- Open File... Ctrl+O
- Close Window Ctrl+Shift+W
- Close Tab Ctrl+W
- Save Page As... Ctrl+S
- Save Frame As...
- Send Link...
- Page Setup...
- Print Preview
- Print... Ctrl+P**
- Import...
- Work Offline
- Exit

Enrollment Summary

	Before Tax	After Tax
Medical		
Current: Blue Advantage HMO:Empl+Dep		
New: Blue Care HMO Base:Empl+Dep	0.00	
Dental		
Current: Humana Advantage Plus S1:Family		
New: Humana Advantage Plus S1:Family	0.00	
Vision		
Current: VSP Signature Plan:Empl+Dep		
New: VSP Signature Plan:Empl+Dep	0.00	
Benefits Subsidy (Credit)		
Current: Dental Plan Credit:Dental CR		
New: Dental Plan Credit:Dental CR	0.00	
Domestic Partner Medical		
Current: No Coverage		
New: No Coverage		
Domestic Partner Dental		
Current: No Coverage		
New: No Coverage		
Domestic Partner Vision		
Current: No Coverage		
New: No Coverage		

ENROLLING ONSITE USING THE INTRANET

14. Type <https://mykc.kcmo.org>. In your web browser. You will be taken to the City's **myKC** Intranet page. Input your City email address and network password then click the Log In button.

A screenshot of the myKC login page. At the top is a banner image of a city skyline at night. Below the banner, text instructs users to sign in with their work email address (example: wayne.campbell@kcmo.org) and network password. There are input fields for 'Username' and 'Password'. Below the password field is a 'Remember Me' checkbox and a blue 'Log In' button.

To sign in to myKC, use your work email address (i.e. wayne.campbell@kcmo.org) and your network password (password you use to sign in to your computer).

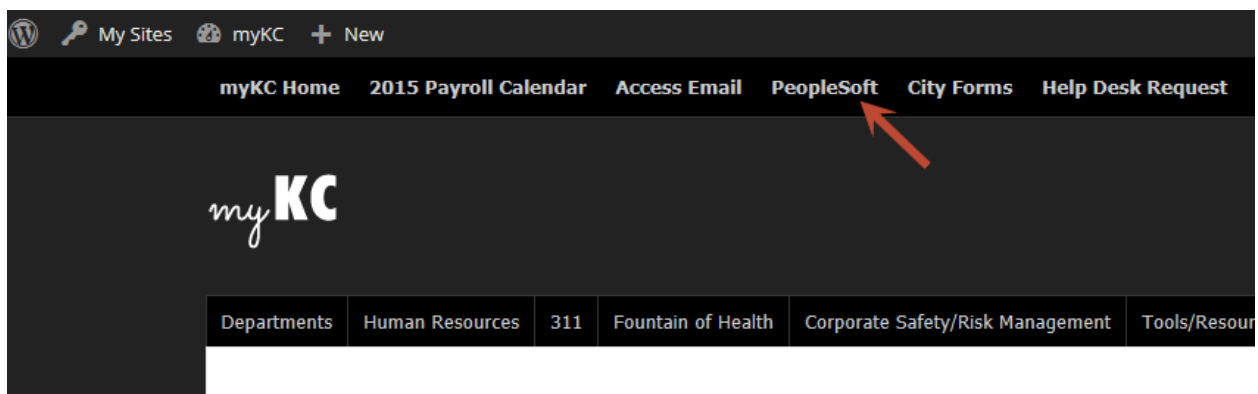
Username

Password

☒ Remember Me

Log In

15. This will take you to the City's Intranet Page. Click the PeopleSoft link at the top.





16. Click the [Sign in to PeopleSoft](#) link.




17. Input your PeopleSoft **User ID** and **Password** and click the Sign In button

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 We've detected that your browser version is not supported by this website. You can continue to use it, however many of the newer features might not work as expected. For best results, use one of the following browsers:

 [Internet Explorer](#) (Version 8.0 and above)

 [Mozilla Firefox](#) (Version 3.5 and above)

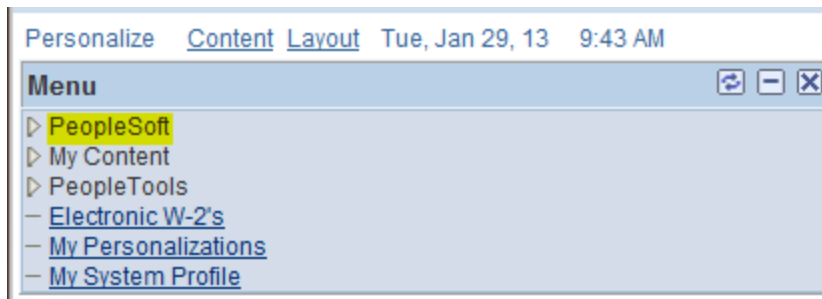
User ID:

Password:

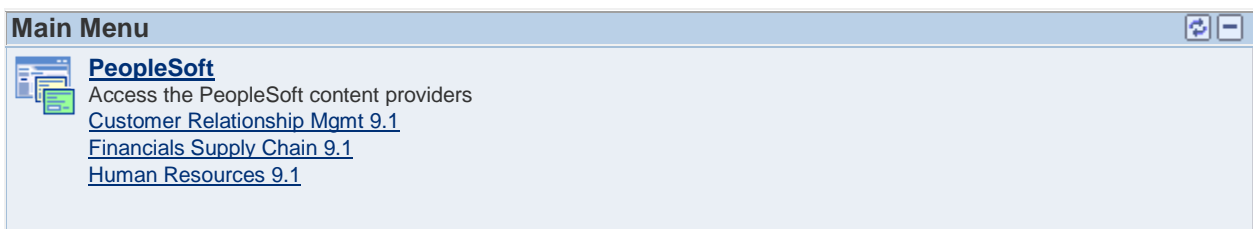
Select a Language:

English	Español
Dansk	Deutsch
Français	Français du Canada
Italiano	Magyar
Nederlands	Norsk
Polski	Português
Suomi	Svenska
Čeština	日本語
한국어	Русский
ไทย	简体中文
繁體中文	العربية
UK English	

18. Click on PeopleSoft.



19. Select Human Resources 9.1



20. Follow steps 5 thru 13 above to complete your benefits enrollment.